



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

26 JAN 2001

MEMORANDUM FOR SERVICES COMMANDER AND LODGING FACILITY

FROM: AFROTC/CC
551 East Maxwell Blvd
Maxwell AFB AL 36112-6106

SUBJECT: Air Force ROTC Cadet Lodging Reimbursement Procedures

1. This letter has two purposes: 1) to inform you that Air Force ROTC cadets will be visiting your base this summer and will require on-base billeting, 2) and to standardize the billeting payment procedures for AFROTC cadets Air Force-wide.
2. The ROTC cadets visiting your base will participate in various Professional Development Training (PDT) programs designed to better prepare them for active duty. They are authorized to stay in visiting officer quarters. If visiting officer quarters are not available, they may be billeted in enlisted quarters or other suitable on-base facilities; but in no case may they share rooms with officers or enlisted members. If cadets cannot be billeted on base, please contact HQ AFROTC/DOXS, DSN 493-4696/7778, for approval before placing cadets in contract quarters.
3. Please do not charge cadets directly for the cost of their rooms—HQ AFROTC will reimburse you for room charges. We ask that lodging facilities hosting our cadets (either on- or off-base) strictly follow the instructions below to reserve rooms and obtain reimbursement for cadet room charges.
 - a. As early as possible prior to cadets' arrival, a project officer assigned to your base (or nearby base) will ask to reserve a specified number of rooms. Please assist the project officer in reserving rooms for cadets in advance.
 - b. At check-in, collect a copy of each cadet's travel order. On each order, print the estimated number of nights' stay and the daily room rate. Immediately fax the orders to HQ AFROTC/DOSR at DSN 493-7003 or commercial (334) 953-7003. Again, please do not charge cadets directly for lodging.
 - c. Within two days of check-in, HQ AFROTC will provide a Government Travel Account (credit card) number to authorize payment for the room charges.
 - d. Cadets are personally responsible for all sundries and phone charges and must pay for these items prior to checkout—HQ AFROTC may not be billed for these personal items.
 - e. Within five days after checkout, send a final bill to HQ AFROTC/DOSR, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106.

4. We are working toward a smooth and problem-free reimbursement process this year, and we want to make it as painless as possible for the lodging facilities supporting us. We realize these procedures are time consuming for lodging facility personnel, but they are necessary to ensure prompt and accurate reimbursement. We ask for your support and sincerely appreciate your help in carrying out these important cadet programs. Please contact Lt Katie Laughrey at DSN 493-3321 if you have questions.

A handwritten signature in black ink, appearing to read 'Stefan Bisen, Jr.', with a stylized flourish at the end.

STEFAN BISEN, JR.
Colonel, USAF
Commander, AFROTC